
U.S. FOOD AND DRUG ADMINISTRATION VACANCY ANNOUNCEMENT

FDA IS SMOKE-FREE

Announcement Number: FDA-0-4026

Opening Date: March 1, 2000

Closing Date: March 17, 2000

Position Title/Series /Grade: Personnel Management Specialist, GS-201-13

Promotion Potential: GS-13

Organization/Location: Department of Health and Human Services, Food and Drug Administration, Center for Veterinary Medicine, Office of Management and Communications, Rockville, MD
Metro Park North II

Salary Range: \$60,890 - \$79,155 per annum

Relocation Expenses: Relocation expenses will not be paid.

Area of Consideration: Government-Wide
(THIS POSITION IS OPEN TO STATUS CANDIDATES ONLY)

Bargaining Unit Status: This is a NON-bargaining unit position.

Type of Appointment: Career/Career Conditional

Condition of Employment: Certain positions within FDA are subject to strict restrictions on financial holdings (FDA regulated financial holdings). To determine whether this position is affected, applicants are advised to seek more information contact the Ethics Staff, Division of Management Programs on (301) 827-5511.

DESCRIPTION OF WORK: The incumbent serves as Personnel Management Specialist with program development responsibilities for the Center for Veterinary Medicine. Specific duties include:

- Reviews new or proposed personnel policies, procedures and guidelines and makes recommendations to management on the need for changes in existing policies.
- Develops new Center personnel policies, procedures and guidelines that are consistent with legal and regulatory requirements.
- Establishes and maintains a cooperative working relationship with high-ranking Center managers.
- Provides recommendations that meet immediate as well as long-term needs. Performs analysis of operating procedures and mission requirement to accurately identify problems to devise feasible and long term solutions.
- Provides managers and employees with information about the organization's personnel policies, procedures, and guidelines.
- Serves as Center's technical expert on program, policy, responds to personnel program situations where there is the potential for serious impact on the Center's mission.
- Classifies high grade or political sensitive jobs.
- Reviews recruitment and placement actions and provides advice on difficult issues.
- Personnel operations – provides authoritative advisory services to a variety of senior managers in the Center, other members of the program's human resources team and to OHRMS on an as required bases.
- Participates in mentoring and training involving the human resources management function areas.

QUALIFICATION REQUIREMENTS: Candidates must have 52 weeks of specialized experience equivalent to the next lower grade level. Candidates must meet all the qualification requirements, including the time in grade, within 30 days after the closing date.

SPECIALIZED EXPERIENCE is experience in performing classification and recruiting and staffing functions.

METHOD OF EVALUATION AND BASIS OF RATING Candidates found basically qualified will be evaluated on the extent and quality of experience, education, training, awards, etc. as shown on the application. Plus data obtained from the attached knowledge skills and abilities (KSA's). No written test is required.

1. *Knowledge of the objectives, principles and procedures of personnel management in the Federal service and the interrelationships between various personnel programs.*
2. *Ability to communicate orally in performing human resource specialist work.*
3. *Ability to communicate in writing in performing human resource specialist work.*
4. *Ability to meet and deal with others in performing human resource specialist work.*
5. *Ability to analyze human resources issues and problems.*

It is strongly recommended that applicants address the knowledge, skills, and ability statements in detail.

HOW TO APPLY:

Candidates may submit one of the following: an Application for Federal Employment (SF-171), an Optional Application for Federal Employment (OF 612), resume, curriculum vitae, or any other written format. Your application must include the following information:

1. Title, series, grade, and vacancy announcement number of the vacancy for which you want to be considered.
2. Full legal name and mailing address.
3. Daytime and evening telephone numbers.
4. For experiences most relevant to this position, include name of employer, dates of employment, job title, start and end dates, and a description of your duties and responsibilities for each job listed.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location, and date of educational institutions attended.
7. Type of degree, if any, and date received.
8. Major field of study.
9. List of relevant training including, course titles, dates, and number of hours and name of institution.
10. Description of honors, awards, and special qualifications, such as language skills or computer skills, along with date acquired.
11. Clearly identify U.S. Citizenship (Proof required prior to employment).

PROOF OF EDUCATION: Candidates may submit a College transcript (official or unofficial) or, if not available, a list of college courses and Certificate of scholastic achievement. List should include a course description of any course(s) not readily identifiable by title, number of semester hours and grade.

Qualifying education gained at colleges and universities in foreign countries must be evaluated in terms of its equivalency to that acquired in American colleges and universities. Applicants educated in whole or in part in foreign countries must submit sufficient evidence, including transcripts, to an accredited private organization for an equivalency evaluation. A letter containing the results **MUST** accompany the application package.

CREDIT FOR EDUCATION: When academic credit is expressed in contract months, units, or other terms that differ from conventional semester or quarter hours, it is the responsibility of the applicant to provide an interpretation of such credits from the appropriate institution in order to equate them to the semester or quarter hours specified in this announcement.

SUPPLEMENTAL QUALIFICATIONS STATEMENT (enclosed with this announcement). It is strongly recommended that each applicant addresses the knowledge, skill, and ability statements in detail.

☒ Written response to the knowledge, skills and abilities

☒ If claiming veteran's preference, attach a copy of your DD214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility.

☐ College transcripts or list of courses, including title, credit hours and grade for each course if qualifying on education and/or changing occupational series;

☒ Current federal employees must submit most recent performance appraisal/evaluation

☒ Current and former federal employees must submit a copy of their most recent SF-50, Notification of Personnel Action

☒ Application Background Survey: Please return the Background Survey with your application. The information you provide is used for statistical purposes. The return of this form will have no impact on your consideration for this position.

Displaced Employees Requesting Special Selection Priority Consideration Under The Interagency Career Transition Assistance Program (ICTAP) If you are a displaced Federal employee, you may be entitled to receive priority selection under the ICTAP.

To be eligible for the special selection priority, you must meet all of the following:

- (1) Be a displaced Federal employee;
- (2) Submit a copy of your current (or your last) performance rating of record of at least fully successful or equivalent;
- (3) Apply for a vacancy at or below the grade level from which you were or are being separated, that does not have a greater promotion potential than the position from which you have been or are being separated from;
- (4) Occupy, or was displaced from a position in the same local commuting area of the vacancy;
- (5) Submit an application (including all required documentation) for a specific vacancy within the periods established on the announcement and meet all the application and eligibility criteria;
- (6) Submit proof of eligibility; and
- (7) Be rated well qualified for the position.

"Well Qualified" means: a displaced employee must meet the minimum qualification and eligibility requirements for the position (including any selective factors), and be rated and ranked to determine the extent to which he/she possesses the knowledge, skills, and abilities (KSA's) to succeed in the position being filled. **Under delegated examining procedures**, the displaced employee must receive a score of 90 or better to receive selection priority.

Displaced employees may submit any (one) of the following as proof of eligibility for the special selection priority:

- (1) RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area;
- (2) Documentation, e.g., SF-50, Notification of Personnel Action, showing that you were separated as a result of RIF, or for declining a directed reassignment or transfer of function to another commuting area;
- (3) Official certification from an agency stating that it cannot place an individual whose injury compensation has been or is being terminated;
- (4) Official notification from OPM that your disability annuity has been or is being terminated; or
- (5) Official notification from the Military Department or National Guard Bureau that the employee has retired under 5 U.S.C. 8337(h) or 8456.

Veteran's Preference for Federal Jobs: CE -101

If you served on active duty in the United States Military and received an honorable or general discharge, you may be eligible for veteran's preference. Service starting after October 15, 1976 requires a Campaign Badge, or Expeditionary Medal or Service connected disability requirements. For information about eligibility requirements, call 912-757-3000 and request

To claim veteran's preference, attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility.

-If claiming 5 point veteran's preference, list the dates (month, day, year) and branch of any active duty served.

-If you claim 10 point veteran's preference attached an SF-15, **Application for 10 Point Veteran's Preference**, plus the proof required by that form.

All applicants will receive equal consideration without regard to race, religion, color, national origin, sex, disability, sexual orientation, political affiliation, age or any other nonmerit factor.

Vietnam era veterans, disabled veterans, individuals with disabilities, and other individuals eligible for special appointing authorities are encouraged to apply.

WHERE TO OBTAIN FORMS

Office of Personnel Management web site at <http://www.usajobs.opm.gov>.

WHERE TO SEND FORMS:

ADDRESS: Food and Drug Administration
Center for Veterinary Medicine
Attn: Ms. Vernelle M. Dewberry
Metro Park North II, Room N431
7500 Standish Place
Rockville, MD 20855
(301) 827-1592

Additional forms and information may be obtained from the address above or by calling Vernelle M. Dewberry (301) 827-1592, (Voice/TTY) or the FDA Job line (301) 443-1969.

FDA vacancy announcements are available by fax by calling our FaxBack number at (301) 827-4287.

Applications received become the property of the Center for Veterinary Medicine (CVM) and will not be returned.

In accordance with 18 U.S.C. 1719 and 39 U.S.C. 3201 SEQ., applications will not be accepted from applicants using franked government envelopes, or postage paid agency envelopes or metered mail.

All applications material must be postmarked or received by the closing date of this announcement.